

MADERA COUNTY

ASSESSMENT TECHNICIAN

DEFINITION

Under general supervision; to perform specialized assignments in the preparation, processing, and maintenance of assessment and tax roll systems information; to process and ensure the accuracy of property splits and transfers; to perform a variety of office assistance and receptionist assignments; and to do related work as required.

SUPERVISION EXERCISED

Exercises no supervision.

DISTINGUISHING CHARACTERISTICS

This is the advanced journey level class in the Assessment Clerk class series. Incumbents are expected to be very familiar with the policies, procedures, and records systems of the Assessor's Office. Positions assigned to this class have responsibility for processing and documenting property transfers and splits or supplements. Positions assigned to this level interpret real property transactions needed to apply changes in real property descriptions to the assessment process and serve as a final checkpoint for ensuring the accuracy and complete processing of all secured supplemental assessment and tax roll data. General office assistance and typing assignments are also performed. Some work direction and training may be provided for other staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Performs assignments in the preparation, processing, and maintenance of assessment roll information; performs specialized assignments in the processing and updating of property transfers and splits or supplements; works with individuals, attorneys, and title companies in correcting problems with deeds and property descriptions before final processing; reads deeds and researches problems before final processing; ensures the proper posting of property adjustments to assessor maps; verifies exemptions on property splits; may prepare assessment/tax roll corrections; makes additions, deletions, and corrections to assessment/tax rolls; ensures the accuracy of title transfers, value judgments, and percentage of interest in property; audits supplemental tax bills; updates and corrects supplementals; tabulates data; enters and manipulates data into the computerized assessment/property tax system; operates a computer terminal; receives, sorts, and proofreads documents and materials; may greet office visitors and answer the telephone, providing information and referring calls and visitors to others; takes and transmits messages; performs a wide variety of office assistance assignments; operates office equipment; assists the public with filing property transfers and splits, locating property, filing exemptions, and resolving problems; prepare magnetic tapes for back-up and transmission of information to various agencies; may serve as the Assessment Office Manager upon the request or absence of the Assessment Office Manager.

OTHER JOB RELATED DUTIES

Maintains lists of supplementals for the Auditor's Office; performs related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Pertinent Federal, State, and local laws, codes, and regulations including those governing the preparation and maintenance of assessment roll information.
Operations and policies of the County Assessor's Office.
Procedures for processing deeds, legal descriptions, parcel maps, and property transfers and splits.
Computerized assessment/property tax records system.
Record keeping principles and practices.
Modern office methods and procedures.
Proper English usage, spelling, grammar, and punctuation.
Basic mathematics.

Skill to:

Operate modern office equipment including computer equipment.
Type at a rate of 40 words per minute from clear, legible copy.

Ability to:

Read and interpret property deeds, abstracts, and related information.
Perform specialized assignments involving property transfers and splits.
Maintain current and accurate assessment/tax roll information.
Perform a variety of office assistance assignments.
Assist with correspondence and reports.
Use a computer terminal.
Provide assistance with questions concerning assessments, exemptions, and property information to other staff and the public.
Use good judgment in applying the policies and procedures of the Assessor's Office.
Follow oral and written directions.
Communicate clearly and concisely, both orally and in writing.
Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Experience and Training Guidelines:

Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Experience:

One year of work experience equivalent to that of an Assessment Clerk II with Madera County.

Training:

Equivalent to the completion of the twelfth grade supplemented by specialized training in office practices.

Special Requirements:

Essential duties require the following physical skills and work environment:

Ability to work in a standard office environment.

Effective Date: May, 1995